

**INDIANA DEPARTMENT OF TRANSPORTATION  
SAFE ROUTES TO SCHOOL (SRTS) PROGRAM**

**2008 SRTS APPLICATION GUIDE**

**Introduction:**

In 2006 the Indiana Department of Transportation (INDOT) launched the Safe Routes to School (SRTS) Program. The initiative is aimed at making bicycling and walking to school safer and more routine. Federal funds are made available to help create an environment where school children in grades K through 8 can get to school the way their grandparents did. Americans are realizing that traffic congestion, fuel consumption and air pollution near our schools, coupled with growing health and obesity concerns, make walking and biking to school a low-cost, attractive option.

Public and private school officials, local transportation officials, health care, law enforcement and not-for-profit organizations are encouraged to work together under the SRTS program. Funds are available for infrastructure projects that improve the “built environment”, or for non-infrastructure activities that educate children, school officials and parents, encourage bicycling or walking to school, or enforce motor vehicle safety to protect children on their daily commute to and from school.

**Funds will only be available on a reimbursement basis for approved projects or activities.** All applications received by INDOT will be reviewed and evaluated by the SRTS Advisory Committee that consists of representatives from INDOT, the Federal Highway Administration (FHWA), the Indiana Department of Education (IDOE), the Indiana Department of Health (ISDH) and Indiana’s Metropolitan Planning Organizations (MPOs). Recommendations from the Advisory Committee will go to the INDOT Commissioner for final selection. Applicants will be informed of which proposals are selected and the list of approved projects and activities will be published through INDOT’s Communications Office

To find out more about the national Safe Routes to School program go to: <http://safety.fhwa.dot.gov/saferoutes/> and <http://www.saferoutesinfo.org/>. Please contact Michael O’Loughlin at [moloughlin@indot.in.gov](mailto:moloughlin@indot.in.gov) or visit the INDOT SRTS Web page, <http://saferoutes.in.gov>, to find out more about Indiana’s Safe Routes to School Program.

**Please be aware that this guide will continue to evolve as clarifications and additions are included. Always note the edition date at the top of SRTS Guide to make sure the latest version is being used.**

## WHAT IS NEW FOR 2008?

- Separate application forms have been developed for infrastructure and non-infrastructure applications. Applicants planning to request funding support for both an infrastructure project and a non-infrastructure activity need to submit separate applications.
- Applications will not be considered unless the initial parent and student surveys have been conducted and the data has been submitted to the national database. Applicants will be asked when surveys were administered and if the data was entered. Surveys and instructions are posted on INDOT's SRTS Web page.
- A check box was added under infrastructure project costs if applicants intend to include some minor, typically non-infrastructure activities to complement and improve the effectiveness of the construction project.
- A section was added to document any past SRTS awards the community has received.
- Sample unit costs for SRTS infrastructure projects were posted on INDOT's SRTS Web page last year to help improve cost estimating. Now they have been updated to reflect March 2008 costs.
- We strongly encourage non-infrastructure proposals for local outreach, marketing and promotion of Safe Routes techniques, comprehensive Safe Routes to School planning and school travel plans, and individual encouragement, education, evaluation, engineering and enforcement activities.
- More emphasis on partnerships to establish community-wide support and well-rounded proposals. Partners should include local government, school officials, teachers, law enforcement, parents, students, local businesses and local not-for-profit organizations.
- The section on "potential for increased walking and bicycling" now calls for the percentages of students traveling via several different modes for each target school. This data is derived from the required student tally sheets.
- "Coordination with other plans" now inquires about the relationship between Safe Routes plans and several different types of relevant local plans.
- Any support materials received after submittal of the application will not be accepted.

## General Information

- **The official 2008 application deadline is 3:00pm May 30, 2008...FIRM.** Applications must be delivered to the Safety & Mobility Office in Indianapolis by this date and time or clearly show a May 30<sup>th</sup> postmark.

- All applications shall be typed and 20 pages or less, including all attachments. A sponsor's cover letter should accompany the application and will not count toward the 20-page total.
- Be succinct and direct in answering all questions. Vague wordy responses may cloud the meaning and reduce the relative value placed on the application.
- Applications should conform to an 8 ½ x 11 inch format, but maps or diagrams may be 11 inches x 17 inches and folded.
- Do not attach front or back covers to the application.
- Each infrastructure project or non-infrastructure activity shall be submitted as a separate application.
- Please prepare 5 complete hard copies of each application, including the attachments.
- Remember to save a copy of the application, including the completed signature page.
- Original and three copies should be submitted to:  
     Indiana Department of Transportation  
     Division of Planning, Office of Safety & Mobility  
     IGCN Room 958  
     100 N. Senate Avenue  
     Indianapolis, IN 46204
- The fourth copy of your application should be sent to the appropriate INDOT District Local Public Agency Coordinator. The state is divided into six districts as illustrated on the agency's website: <http://www.in.gov/indot/3184.htm>. Go to this website to locate the correct district office and address.

## **SECTION 1 -- Cost Estimates**

Cost estimates should be as accurate as possible. The estimates provided in Section 1 will establish the upper limit of funding available for the proposed activity or project if it is selected. Based on our experience, INDOT has provided 2008 sample unit costs on the Safe Routes Web page to provide a starting point for estimating infrastructure project costs. If the cost is shown for each item listed for infrastructure improvements or non-infrastructure activities it is less likely that expenses will be overlooked.

If minor costs are included in an infrastructure project for education, promotion, planning, enforcement, etc. the box on page 2 should be checked and costs should be listed on line 7.

## **SECTION 2 -- Past SRTS Projects**

Indicate any previous SRTS awards that the community received during the 2006 or 2007 application cycle. Local city, town or county officials should be able to provide this information. In larger urban areas (over 50,000 in population), the metropolitan planning organization can provide the information.

## SECTION 3 -- Application Signatures

Proposed infrastructure projects that would be located entirely on the grounds of one private or public school require only the endorsement of the school principal. If multiple schools serving grades K-8 are intended to benefit from proposed improvements, the appropriate school district superintendent needs to endorse the application.

Proposed infrastructure projects located partly or entirely off of school grounds require the endorsement of the highest relevant town, city or county officials. Schools that serve grades 9 – 12 are considered secondary beneficiaries and are not required to endorse the application, however the support of local high schools is favorable.

In addition, within Indiana's 14 urbanized areas (where the population is at least 50,000) the director of the responsible metropolitan planning organization (MPO) must endorse SRTS applications for non-infrastructure or infrastructure projects. For a list of Indiana MPOs and their addresses, go to: <http://www.in.gov/indot/files/MPO.pdf>.

Infrastructure projects that propose construction along a State, U.S. or Interstate Highway must have the endorsement of the appropriate INDOT District Director. A map of INDOT's Highway Districts is available on our web site: <http://www.in.gov/indot/3184.htm>.

SRTS project applicants may have one or more partners to assist in the successful completion of the project. For example, a local YMCA or fire station may partner with a school or school district to hold a bike rodeo to encourage safe bike riding practices. Partners may be non-profit organizations or other government agencies. The applicant is responsible for the accuracy of any cost estimates by partner organizations that are submitted as part of the SRTS application.

For-profit businesses that intend to bill for services under an approved SRTS project or activity are considered vendors and should not be listed as partners. For-profit businesses and non-profit entities are not eligible applicants for SRTS funds.

## SECTION 4 -- DETAILED DESCRIPTION AND CONSTRUCTION COSTS

Successful applicants will be required to document compliance of infrastructure improvement projects with current INDOT design standards and specifications and the federal Americans with Disabilities Act (ADA) requirements. The AASHTO Guide for the Development of Bicycle Facilities and the AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities are recommended sources of relevant bicycle and pedestrian facility design information.

### Detailed Infrastructure Project Description and Cost:

Identify the categories that contain the work elements included in the proposed project and provide estimated costs associated with the specific work categories. Add all costs

shown and include the total in Section 4. The construction total should match the “Construction” line item cost estimate shown in Section 1, Line 8. If the amounts do not match, explain the discrepancy in Section 4. Below is a list of work categories and the typical work items contained within each category.

### **Sidewalk Improvements**

This work category includes new sidewalks, widened sidewalks, sidewalk gap closures, significant sidewalk repairs, curb ramps, and curb and gutter if associated with sidewalk improvements serving elementary or middle schools.

### **Pedestrian/Bicycle Crossing Improvements**

This work category includes new or upgraded traffic signals for bicyclists or pedestrians, crosswalks, median refuges, pavement markings, traffic signs, pedestrian and/or bicycle overpasses or underpasses, flashing crossing beacons, traffic signal phasing extensions, bicycle-sensitive signal actuation devices, pedestrian activated signal upgrades, and sight distance improvements that enhance the safety of children biking or walking to school.

### **On-Street Bicycle Facilities**

This work category is for new or upgraded bike lanes that benefit bicyclists traveling to and from school. Related geometric improvements, turning lanes, channelization, roadway realignment, traffic signs and pavement markings would also be eligible if clearly intended to improve bike lane travel to and from schools serving K-8<sup>th</sup> grades.

### **Traffic Diversion Improvements**

This work category is intended to improve the safety of pedestrians and bicycles by removing or reducing motor vehicle traffic adjacent to school facilities, school zones or designated routes to school.

### **Off-Street Bicycle/Pedestrian Facilities**

This work category includes shared-use trails or paths that serve bicyclists and pedestrians traveling to and from schools.

### **Traffic Calming Measures**

This work category features measures that clearly benefit walking and bicycling to schools, such as curb extensions to reduce curb-to-curb crossing distances, roadway median pedestrian refuges, full and half-street closures, speed humps or speed tables, and other speed reduction techniques.

### **Bicycle Parking Facilities**

This work category refers to bicycle racks, bicycle lockers, bicycle parking shelters and any other equipment designed to encourage biking to school and provide safe secure bicycle parking for students to use while attending school. These parking facilities need to be located on school property in a prominent, convenient, high-visibility location.

#### Detailed Non-Infrastructure Activity Description and Cost

Identify the types of non-infrastructure work elements included in the proposal and provide estimated costs associated with each of the activities. The total should match the “Total” line cost estimate shown in Section 1, Line 8. If the amounts do not match, explain the discrepancy in Section 4. Below is a list of activities and a few typical work items contained within each category.

#### **Comprehensive SRTS Plan Development and School Travel Plans**

This category is highly inclusive and is meant to cover all activities associated with creating an SRTS plan that recommends a combination of construction and non-construction work needed to increase walking and biking to specific schools. Many times consultant costs are involved and the work typically includes evaluation, education, encouragement, engineering and enforcement actions. School travel plans are less comprehensive and result in identification of specific routes suited to pedestrian and bicycle travel to and from school and provide treatment recommendations for those routes. Professional evaluation and phasing of routes are typical features of travel plans.

#### **Encouragement Activities**

This category normally includes formulating ways for schools, towns, parents and teachers to increase active participation in walking and/or bicycling as a preferred mode of travel to and from school. Competitions among grades and schools, walking school buses and bike trains are typical encouragement actions. Minor incentives and low cost articles that serve as rewards for participation are also common.

#### **Outreach and Promotion Activities**

Actions meant to publicize and communicate the health, safety, economic and environmental benefits offered by walking and bicycling to school are considered outreach or promotion. Among the audiences for these activities are parents, city and town officials, developers, school boards and the media. Printed materials, such as safe route maps and safe biking or walking pointers, and public service announcements are examples of outreach and promotion expenses.

#### **Education Materials**

Safe walking and bicycling pamphlets, video materials, training manuals, instructional coloring books, etc. for students, crossing guards and teachers are a few of the items typically considered under education materials. The purpose of these materials is to convey safe walking and bicycling techniques and skills to children and those in charge of teaching or monitoring the children’s safety during travel to and from school.

#### **Parent and Teacher Training**

These expenses often accompany the education items mentioned above. Training sessions for parents, teachers and school crossing guards are the most common activities. Sometimes experts in the field are brought in to provide this instruction and associated expenses would be eligible costs under this category.

### **Student Training in Safe Walking and Safe Bicycling**

This category includes instruction of students in various pedestrian and bicycling skills that enable children to walk or bike safely to school. Younger children, typically K through 3<sup>rd</sup> grade, are usually candidates for pedestrian safety training, while 4<sup>th</sup> through 8<sup>th</sup> grade children are generally old enough for learning safe biking techniques at a bike rodeo or other training format. Law enforcement agencies, physical education teachers and local bicycle club members might provide these kinds of training.

### **Traffic Enforcement Activities**

Most of the actions in this category are directed toward motor vehicle drivers who operate near target schools. Speeding and unsafe maneuvers that endanger children are the principal behaviors that enforcement measures are meant to identify and eliminate. Stepped-up speed enforcement campaigns, setting up speed trailers and monitoring of school zones and traffic calming installations near schools would fall under this category.

## **SECTION 5 – IDENTIFICATION OF CURRENT AND PROPOSED WALKING AND BICYCLING ROUTES TO SCHOOL**

**Maps must be included with all applications and must show the location of the “target” school or schools.** Please differentiate between existing and proposed safe routes. Label all streets relevant to the walking and/or bicycling routes in the application. Identify significant local features such as rivers, Interstate highways, major parks, public libraries, universities, public recreation facilities and trails or greenways.

Information about walking and bicycling routes to two different schools can be provided under this section. If more than two schools will benefit under the proposal add copies of Section 5 as needed.

## **SECTION 6 – IDENTIFICATION AND DEMONSTRATION OF NEEDS AND SAFETY HAZARDS**

The intent of Section 6 is to establish current safety concerns. Using quantitative data as much as possible, document any safety hazards within the area of targeted schools. Annual average daily traffic (AADT) data should be provided, if available, for sections of roads identified as hazardous. Please indicate the functional classification of any routes proposed for SRTS infrastructure improvements. Traffic and functional class information can often be obtained from the agency responsible for maintaining the road. Crash data may be available from law enforcement agencies.

Check boxes are provided for applicants to indicate some typical needs that SRTS activities or projects are intended to address.

## **SECTION 7 – POTENTIAL FOR PROPOSED ACTIVITIES OR PROJECTS TO IMPROVE THE PROBLEM**

The answers to these questions will help the SRTS Advisory Committee evaluate the proposed activities or project. The information is helpful for comparing applications received from around the state for selection purposes. This section is an opportunity to define how needs identified in Section 6 will be satisfied or eliminated with the recommended approach and what other options were considered and discarded.

## **SECTION 8 – POTENTIAL FOR ENCOURAGING INCREASED WALKING AND BICYCLING AMONG STUDENTS**

**For data gathering purposes, before completing the SRTS application, each target school must administer the new student and parent surveys found on the SRTS Web page. That information must then be submitted to the National Center for Safe Routes to School or entered manually in the Center's database.** The student tally forms will yield the number of children currently riding with parents in a private vehicle, riding a school bus, riding in a carpool, riding a city bus, walking or bicycling to school. Data will be collected for three days. Summarizing this information should provide the overall percentages for the school for each travel mode. (Percentages for each classroom are not needed.) Data for four different schools can be entered under this section. The parent surveys to be sent home with students in target schools will provide an indication of essential parental support, without which SRTS programs are unlikely to succeed.

While completing the second half of this section, the applicant should refer to existing local or regional plans that provide support for specific bicycling or pedestrian routes. Typical sources include locally adopted comprehensive plans, thoroughfare plans, park and recreation plans, pedestrian and bicycling plans and other relevant documents.

## **SECTION 9 – SUPPORT FOR THE PROJECT BY THE COMMUNITY AND INTERESTED PARTIES**

In this section should discuss the effects of current and future school policies regarding walking and bicycling to school. Identify organizations supporting the proposal and describe what role they will play during implementation.

If other work directly affecting the Safe Routes to School activity or project is being implemented by another entity, such as an extension to another elementary or middle school or a connecting link to a significant community resource (recreation complex, library, major retail center, regional park, university), it could increase the value of the SRTS effort and, therefore, merit documentation in this section.

Do not submit individual survey or petition forms as support material. If relevant, the applicant may summarize survey results or petitions that support the SRTS proposal.



Any support materials received after submittal of the application will not be accepted. Since the total length of the application cannot exceed 20 pages, the value of support material needs to be carefully weighed.

## **SECTION 10 – COORDINATION WITH OTHER PLANS**

In this section, describe how the proposed Safe Routes to School activity or infrastructure project relates to other plans. Plans that should be considered include traffic safety plans, pedestrian and bicycling plans, park and recreation plans, thoroughfare plans, land use plans, multimodal transportation plans and trail and greenway plans. Indicate if these plans provide planning support for the proposed activities or project.

**Be sure to document if the proposed actions or improvements originate in a comprehensive Safe Routes Plan or school travel plan.** Complete the check box and questions regarding SRTS plans or school travel plans.

## **SECTION 11 - COORDINATION WITH OTHER ACTIVITIES**

Activities, programs and developments that relate to or support the Safe Routes to School proposal should be reported in this section. This information can provide an indication about local support for walking and bicycling initiatives. Typical related activities might be a downtown redevelopment project that caters to pedestrians or a community program aimed at increasing physical activity and personal health. For example, applicants could document a nearby residential development that incorporates facilities for bicycling and walking that could be used for school trips. A park and recreation plan that encourages walking and bicycling in the community can also provide proof of local commitment to non-motorized travel and improved community health.

Please complete the check boxes and questions related to other funding requested (or secured) for related improvements and programs that could increase the effectiveness of the proposed SRTS investments.

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